

**CITY OF HOMER  
JOB DESCRIPTION AND SPECIFICATIONS**

**POLICE OFFICER I**

|                     |                 |                        |                     |
|---------------------|-----------------|------------------------|---------------------|
| <b>Department:</b>  | Public Safety   | <b>Sub-Department:</b> | Police Services     |
| <b>Reports To:</b>  | Police Sergeant | <b>Backed Up By:</b>   | Police Officer I's  |
| <b>Supervises:</b>  | None            | <b>Backs Up:</b>       | Police Officer II's |
| <b>Pay Range:</b>   | 14              | <b>Classification:</b> | Full Time/Regular   |
| <b>FLSA Status:</b> | Non-Exempt      | <b>Updated:</b>        | 04/08, 04/13        |

**GENERAL FUNCTIONS**

General duty police work in the protection of life and property and preservation of peace through enforcement of laws and ordinances.

**JOB FUNCTIONS AND MAJOR ACTIVITIES**

1. Patrols the City of Homer to preserve the peace, prevent criminal operations and enforce state and local laws.
2. Responds to assignments and complaints often involving substance abuse, domestic disputes, fires, automobile accidents, and misdemeanor and felony crimes.
3. At crime and accident scenes administers first aid, conducts investigations, gathers, protects and transports physical evidence, locates witnesses, and prepares and submits detailed written reports.
4. Responsible for apprehension, arrest and booking of defendants.
5. Investigates complaints from public and takes appropriate enforcement action or refers to other agencies as required.
6. Prepares evidence to substantiate criminal complaints, serves criminal processes, including warrants; testifies in court as required.
7. Provides routine assistance to public.
8. Performs other duties as directed by superior officers.

## **OTHER JOB RELATED REQUIREMENTS**

Must conform to minimum standards for police officers as prescribed in the Alaska Police Standards Act which includes, but is not limited to, the following:

1. Must be a citizen of the United States or a resident alien in the United States who intends to become a citizen of the United States.
2. Must be 21 years of age or older.
3. Must not have been convicted by a court of a crime:
  - a. which is classified as a felony in this state or in the jurisdiction where it was committed, or
  - b. a misdemeanor of moral turpitude, or
  - c. which would prevent the legal ownership or possession of a firearm.
4. Must be of satisfactory moral character as evidenced through lack of moral offense record. In addition, must successfully complete a polygraph examination and psychological evaluation.
5. Must possess a valid Alaska state driver's license.

## **SKILLS, KNOWLEDGE AND ABILITIES**

APSC certified Alaska police officer preferred. If not certified, within 14 months of employment must graduate from a state certified police academy and obtain a basic certification from Alaska Police Standards. Four years experience in work requiring public contact. Working knowledge of the principles, practice and application of modern police methods. Must have a working knowledge of criminal codes on state of Alaska and municipal levels as applicable to general police duties. High school diploma required. Some college courses related to law enforcement desirable.

## **DECISION MAKING RESPONSIBILITIES**

Requires ability to exercise independent judgment in the performance of all aspects of law enforcement duties. Responsible for decisions that may involve possible loss of life or destruction of property. Activities are a major source of potential liability to the City. Has minor budget authority at the unit level.

## **SUPERVISORY AUTHORITY**

None.

## **EXTERNAL VISIBILITY/CONTACT**

Low frequency of contact with key city personnel. High frequency of attendance at public meetings that includes court and grand jury appearances. High frequency of contact with general public and government officials. Infrequent contact with key service personnel.

## **WORKING CONDITIONS**

High frequency of exposure to hazardous working situations and adverse weather conditions in performance of duties. Irregular hours on various shifts. May be required to work holidays and overtime. On call status may require reporting to work at unusual times with minimum notice.

I CERTIFY THAT I HAVE READ THIS JOB DESCRIPTION AND SPECIFICATON; IT HAS BEEN EXPLAINED TO ME. I UNDERSTAND AND ACCEPT THE EXPECTATIONS OF MY DUTIES AND RESPONSIBILITIES AS A CONDITION OF MY EMPLOYMENT AS STATED HEREIN.

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Employee Signature

Date

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Supervisor Signature

Date

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Personnel Director Signature

Date

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City Manager Signature

Date